

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR BAYSHORE MANOR		Date: August 9,1999
Position Level: 11	FLSA Status: Exempt	Class Code: 11-3

GENERAL DESCRIPTION

Primary responsibility is to manage the day to day operations of the County's assisted living facility and to safeguard the physical, mental and emotional health of its residential and respite clients providing them with a safe, pleasant and secure environment to live and function. Reports directly to the Social Services Sr. Director.

KEY RESPONSIBILITIES

1. Assure consistently accurate supervision and logging of medications/pharmaceuticals.*
2. Develop, refine and update operational policies and procedures in conformity with constantly changing Federal and state Laws and Statutes and apprise the staff of those changes as they occur.*
3. Plan and develop various client contracts and contract amendments. Execute such legal documents and submit for ratification.
4. Maintain up to date files on all clients and consult with and advise clients' physicians of changes in their patient's physical, mental and emotional status as those changes occur, including determining severity and emergent/non-emergent state.
5. Develop marketing strategies and handle TV advertising, distribution of flyers, brochures and pamphlets making the public aware of the services provided
6. Prepare the yearly operational budget, anticipate expenditures, and operate within the department budget.*
7. Analyze, plan and develop a viable evacuation plan for Bayshore Manor and update on a yearly basis.*
8. Responsible for the total financial operation of facility, including all purchases made, vendor contracts, collection and banking of funds.*
9. Works closely with various county and state programs and agencies as well as the USDA Food Stamp Program and acts as the responsible party for economic services for the Residents.*
10. Assure 24 hour staffing of facility.
11. Assure adequate supply of pharmaceuticals is available for all residents.
12. Assure provision of nutritionally adequate diet for all residents, in consultation with dietician as necessary.
13. Establish and implement an on-going employee development program, assuring that each employee meets all State, local, County and facility requirements for education and training.
14. Manages risk and quality improvement programs and assure high quality care for residents while minimizing liability exposures to the County.
15. Perform other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor of Science or Diploma in Nursing.
<i>Experience:</i>	5 to 7 years in health care management experience required.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires physical exertion and/or physical strain.
<i>On Call Requirements:</i>	On Call 24 hours on duty and during disasters. Frequent call backs after hours and weekends.
<i>Other:</i>	Requires State of Florida Core ALF Course and Exam and yearly update, Florida Food Manager, HIV, CPR, First Responder Certifications, and must be Florida Registered Professional Nurse. Must be computer literate.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____